



Make a Difference

MAINE

State Government

Public Service
Career Diversity
Over 10,000 Employees
Statewide Locations
Benefits
Retirement
Paid Holidays
Training
Career Path
Promotional
Opportunities
Part Time
Full Time
Seasonal Jobs

HOW TO APPLY

Clicking on the **APPLY NOW** link next to the job title on the Open Competitive Listing will bring you to the online application process.

ADDITIONAL INFORMATION

Your application evaluation results will be emailed to the address you use to login to your online account.

Qualified applicants will be placed on an Employment Register for this classification.

The Bureau of Human Resources reserves the right to use any scoring methods necessary to identify the most qualified candidates.

Career Opportunity Bulletin

OFFICE SPECIALIST II

OPTION: OFFICE OF THE STATE TREASURER

Code: 655003

Pay Grade: 19 (\$14.89 – 20.86/hr.)

Open for Recruitment: February 23, 2015 - March 6, 2015

JOB DESCRIPTION

The Office of the State Treasurer has a current vacancy in Augusta. This is advanced office and administrative work providing support to the coordination, implementation, and oversight of a statewide administrative or procedural program having broad scope or diverse functions (State of Maine Unclaimed Property Program). Responsibilities require using independent judgment, initiative, and decision-making on complex administrative matters.

Typical Duties

- Receive calls, examine unclaimed property claims, including claims of high complexity and risk, to determine valid ownership, property status, claimant information, completeness, accuracy and validity of claim in order to approve claim for Maine Unclaimed Property.
- Serve as primary point of contact for holder related issues. Organize and conduct statewide holder training seminar and ad-hoc holder training. Serve as spokesperson of the UP program to the business and government communities. Responsible for updating and communicating changes to policy or procedure to holders. Approve and denies holder extension requests. Resolves holder overpayments, handles reciprocal reporting to other States, performs corporate searches and assists with holder reimbursement requests. Serve as technical and business point of contact for 3rd party holder services providers. Resolve holder report issues to ensure statutory compliance throughout the unclaimed property process by explaining and providing information about the law.
- Independently compose, review, edit, and/or approve correspondence.
- Coordinate accounting and general operating activities; assemble financial statements, evaluate work operations, and procure supplies.
- Review, evaluate, and provide recommendations on program policies, procedures, rules, regulations, and legislative documents.
- Docket and summarize customer complaints, initiate investigations, and present information to superiors.
- Develop and recommend new work methods and administrative policies/procedures to improve existing work practices.
- Apply to non-routine individual cases an explanation and interpretation of applicable rules, regulations, and policies.
- Liaise between supervisor and internal and external sources on key matters.
- Interpret and implement the policies and decisions of superiors.
- Represent supervisor/program at public meetings, including explaining organizational, program, and/or project goals.

MINIMUM REQUIREMENTS

In order to qualify you must have training, education, or experience in administrative support work that demonstrates 1) competency in applying a proficient knowledge of modern office practices to perform advanced administrative support tasks at the statewide level that are broad in scope or functionally diverse, and 2) the ability to use independent judgment, initiative, and decision making on complex administrative matters.

Value of State-paid Dental Insurance: \$13.13 biweekly

Value* of State-paid Health Insurance:

Level 1: 100% State Contribution (employee pays nothing): \$375.10 biweekly

Level 2: 95% State Contribution (employee pays 5%): \$356.35 biweekly

Level 3: 90% State Contribution (employee pays 10%): \$337.59 biweekly

Level 4: 85% State Contribution (employee pays 15%): \$318.84 biweekly

*The level of the actual value of state paid Health Insurance will be based on the employee's wage rate and status with regard to the health credit premium program as of July 1, 2014.

Value of State's share of Employee's Retirement: 16.17% of pay.